

# Communications and Fundraising Intern

## Job Announcement

### The Centre

***The International Civil Society Centre helps international civil society organisations (ICSOs) maximise their impact for a sustainable and more equitable world.***

The Centre works with ICSOs to successfully navigate change. We scan the horizon for opportunities and threats; enable learning and cooperation among ICSOs and their stakeholders; support ICSOs in developing effective leadership; and promote robust accountability to strengthen ICSOs' legitimacy. The Centre is a not-for-profit organisation fully owned by the organisations it serves. We strive to set high standards in management, governance and strategy for ICSOs and the wider sector.

**The Centre is offering an internship for 6 months, starting in October 2021, in the Communications and Fundraising Team.**

### Your Tasks and Learnings

You will gain in-depth insights in the fields of communications and fundraising in the ICSO sector by following the everyday work of the team. You will learn how to use and co-create appealing communication formats to attract external audiences, how to research donor opportunities, and more!

Your main tasks include:

- develop a monthly social media content calendar based on a communication strategy
- manage the Centre's social media accounts
- contribute to our knowledge management by doing in-depth research on key topics such as copyright, social media and podcasts best practices
- website maintenance and familiarisation with WordPress
- research of institutional donors such as foundations or government agencies but also pro-bono or private philanthropy support
- preparation of donor meetings by preparing speaking notes and background research
- support the Communications and Fundraising Team with strategic projects and other day-to-day tasks

As an intern, you will mainly work with the Communications and Fundraising Team, but you will also have opportunities to get to know other areas of the Centre's work.

### Requirements

- Enrolment in an ongoing study programme ("Immatrikulationsbescheinigung")
- Your programme requires a compulsory internship ("Pflichtpraktikum")
- Studies in a relevant field, such as Communications/Marketing or Political Science/International Relations
- Interest in the civil society sector and familiarity with key concepts in the sectors



- Very good MS Office skills (Word, Excel, PowerPoint, Outlook, SharePoint)
- Diligent, reliable and focused way of working with a strong attention to detail
- Strong teamwork and self-starter skills
- Fluent in English, both written and spoken; German skills are an asset
- Proactively research and prepare for a visa or residency permit application in Germany, if needed

## We Offer

- A 6 months full-time paid internship
- Work experience and a thorough insight into the management and programme development of an international non-profit organisation
- Insights into the civil society sector and the work of the world's largest ICSOs
- The opportunity to be part of an international, dynamic and ambitious organisation with enthusiastic colleagues

**Working hours:** 40 hrs per week, negotiable

**Holidays:** depending on working days, based on 28 holidays p.a.

**Compensation:** € 350 per month for a full-time internship

**Location:** Berlin, Germany and/or in home-office

**Starting date:** October 2021

## Application

Your application should:

- consist of a CV and cover letter expressing your motivation and what you would aim to learn during your internship (in English);
- include the earliest possible starting date and desired duration of the internship;
- be submitted through our [online application form](#) by 30 September 2021. Please submit your application in one PDF-document, stating your name and the job reference "Internship" in the document title.

*We have interviews on a rolling basis, so please don't hesitate to apply! Please also note that we can unfortunately only contact short-listed candidates.*